

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2765**

EXAMINATION REPORT  
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA

January 1, 2004 to December 31, 2004





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## OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Gerald Coleman	01-06-02 to 02-29-04
	Mary DePrez	03-01-04 to 01-09-05
	Joel Silverman	01-10-05 to 01-11-09
Branch Manager	Debra Weigart	01-01-04 to 11-30-05
	Lynne Hammond	12-13-05 to 12-31-05



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 166 (Branch) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

December 15, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS  
January 1, 2004 to December 31, 2004

	<u>Amount</u>
Collections:	
Registrations	\$ 4,250,578
Titles	921,308
Drivers licenses	239,666
Watercraft	119,954
Miscellaneous	<u>690</u>
Total	<u>\$ 5,532,196</u>
Distributions:	
State fees	\$ 1,784,816
County tax	3,266,941
Commission fees	<u>480,439</u>
Total	<u>\$ 5,532,196</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
STATISTICAL INFORMATION  
January 1, 2004 to December 31, 2004

Passenger	18,682
Motorcycle	897
RV (housecar)	368
Light truck	6,387
Other truck	241
Farm truck	54
Tractor	38
Trailer	2,406
Semitrailer	168
School and church bus	32
Other bus	5
Other	<u>10</u>
Total vehicle registrations	<u><u>29,288</u></u>
Drivers licenses and permits:	
Drivers licenses/learners permits	10,357
CDL licenses/CDL permits	621
Placards	1,123
Other	<u>6,552</u>
Total drivers licenses and permits	<u><u>18,653</u></u>
Titles:	
Vehicles	12,602
Watercraft	<u>240</u>
Total titles	<u><u>12,842</u></u>
Total watercraft registrations	<u><u>1,342</u></u>



STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
EXAMINATION RESULTS AND COMMENTS

BRANCH JOURNAL

The branch journal was inadequately maintained in that nonsufficient fund checks, bank adjustments and credit card errors were not properly adjusted in the journal balance.

The branch journal is to be updated and maintained daily to account for balances in the branch clearing accounts and to identify differences between the bank balance and journal balance. (Branch Operations Policies and Procedures Manual, Journal/Balancing Chapter)

ATTENDANCE REPORTS

Some attendance reports were not made available for audit, while others were not signed by the employees. In addition, employees were claiming more holiday time than 7.5 hours for legal holidays.

Employee attendance reports should be signed by the employee on the last day worked in a pay period. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Page 9:4)

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBER 166  
BROWNSBURG, INDIANA  
EXIT CONFERENCE

The contents of this report were discussed on December 15, 2005, with Lynne Hammond, Branch Manager.